BYLAWS OF THE PRIORITY AND NEW PROGRAM COMMITTEE

1 AUTHORITY – The committee functions under the authority of the University of Nevada, Las Vegas Faculty Senate as provided in Section 8 of the Faculty Senate Constitution and Sections 5 and 6 of the Faculty Senate Bylaws.

2 MEMBERSHIP – Membership of the committee is determined by Section 5 of the Faculty Senate Bylaws. Membership of the committee may only be altered by a vote of the Faculty Senate. Members will serve three year terms.

3 OPERATIONAL PROCEDURES

3.1 – Meetings are scheduled regularly during the Fall and Spring semesters, usually no less than monthly.

3.2 – Members of the committee who are unable to attend shall send a proxy and complete the appropriate paperwork for substitution.

3.3 – Members who are absent more than two meetings without sending a proxy may be removed and replaced.

3.4 – A quorum shall be a simple majority of the committee or subcommittee members.

3.5 – A simple majority vote is required for committee wide actions. Voting can be conducted via secure electronic channels.

3.6 – Subcommittees will be utilized when workload (number of new program or positions requests are high).

3.6.1 Subcommittees will include at least three members from the PNPC committee.

3.6.2 Subcommittees will be appointed by the PNPC chair.

3.7 – The Chair will submit to the Faculty Senate an annual report on the activities of the committee.

3.8 – The Chair will be elected annually before the end of the academic year.

4. GENERAL FUNCTIONS – The committee’s responsibilities are defined broadly in Section 6 of the Faculty Senate bylaws. The charge for this committee detailed in the Faculty Senate Bylaws is to prioritize new programs and positions as prescribed in Chapter II, Section 6.3.7 and Chapter III, Sections 15.1-15.4 of the UNLV Bylaws.

4.1 - The Faculty Senate Priority and New Program Committee shall develop criteria and procedures for prioritizing new academic programs. The committee shall establish a priority list for all proposed academic programs. With the approval of the Faculty Senate it shall publish criteria for implementation of proposed academic programs. (B/R 10/98)

4.2 - The Faculty Senate Priority and New Program Committee shall prioritize requests for new faculty positions. The committee shall establish a priority list for all proposed academic positions with the following procedures as outlined in Chapter III, Sections 15.1-15.4.

15.1 Academic Departments Initiate Recruitment. The faculty of the academic departments, the library and academic support units initiate the recruitment process by developing a Rev. (08/16) UNLV Bylaws, Page 33 written job description for each new position requested.

15.2 College Faculty Recommend Priority List. The college faculty through the department chair shall recommend a priority list for all new positions requested. The dean or director of the college shall chair the meetings.

15.3 Faculty Senate Priority and New Program Committee Authorized. The faculty of UNLV establishes the Faculty Senate Priority and New Program Committee. The committee members are to be selected in accordance with departmental, college and Faculty Senate bylaws. (B/R 10/98)

15.4 Faculty Senate Priority and New Program Committee Priority List. The Faculty Senate Priority and New Program Committee shall establish a priority list of all new positions requested by the academic units and submit the recommended priority list to the Executive Vice President and Provost, who shall forward it to the president. (B/R 10/98)
4.3 - Advise the administration during periods of Layoffs and Furloughs as prescribed in Chapter III, Section 19, of the UNLV Bylaws.

4  **DELEGATION TO THE CHAIR**

4.1 – Power is given to the Chair to provide prompt response where required.

4.2 - If an issue for which there is an established policy or precedent is brought to the committee, the Chair or their designee is authorized and instructed to act for the committee.

4.3 – The Chair may consult with the membership electronically before taking action.

4.4 - If an issue demanding immediate action is not covered by established policy or precedent, the Chair is empowered to call an emergency meeting, securing the participation of those voting members available. Any action taken, and the reason therefore, will be reported to the full Committee at the next regular meeting for discussion, possible changes and final approval.